

TOWN OF COTTAGE GROVE

OPEN BURNING AND CAMPFIRE PERMIT

PERMIT VALID FOR CALENDAR YEAR _____

BURNING LOCATION _____
(Street Address, NOT PO Box)

MATERIALS TO BE BURNED _____

RESPONSIBLE PARTY NAME _____

ADDRESS _____

PHONE _____ EMAIL: _____

PERMIT ISSUED By _____ Date _____

I hereby agree to comply with ALL the conditions detailed below. I further understand that any violation of these conditions may result in my being held liable for costs and other forfeitures identified in sections 11.02 and 25.04 of the code of ordinances of the town.

RESPONSIBLE PARTY Signature _____ Date _____

BURNING PERMIT CONDITIONS

Open Burning means burning outside of an enclosure. This permit allows for burning of tree and plant waste materials generated on the property. All **Open burning** must be registered with the Cottage Grove Fire Department 48 hours in advance, either by calling 608-839-5021 ext. 12, or online at www.cottagegrovefire.org/openburn.html. Once the 48 hours have passed, you are allowed a 3-day window in which to burn. (see reverse for more information on registering your open burn.) All open burning must be reduced to a campfire by sunset.

A **campfire is a small fire in a fire pit or surrounded by a fire ring** intended for recreation or cooking. All campfires shall be extinguished by 10:00 P.M. on Sunday thru Thursday and 11:00 P.M. on Friday or Saturday, or shall be extinguished immediately upon the request of a neighbor due to smoke causing a nuisance on the neighboring property.

THE FOLLOWING ARE PROHIBITED WITHOUT EXCEPTION WITHIN THE TOWN OF COTTAGE GROVE

1. Burning of any wet combustible rubbish, garbage, oily substances, asphalt, rubber products, or other materials prohibited by NR 479.04 or NR 502.11, Wisconsin Administrative Code.
2. Burning of explosive or dangerous material without a permit issued either by the Wisconsin Department of Natural Resources [DNR], or the Department of Industry, Labor and Human Relations [DILHR].
3. Burning in an air curtain destructor without first obtaining a permit from the DNR and having received written approval from the Town Board.
4. Open burning of any material whatsoever by businesses, excluding agricultural or silvicultural facilities, except where a wood burning site license under NR 502.11(f), Wisconsin Administrative Code, has been approved by the Wisconsin Department of Natural Resources.
5. Open burning of any material whatsoever by agricultural or silvicultural facilities, except for stumps, trees, limbs, brush and weeds, as described in NR 502.11(2)(a), Wisconsin Administrative Code.

THE FOLLOWING SHALL BE COMPLIED WITH AT ALL TIMES DURING ANY BURNING ACTIVITY

1. A responsible adult shall be in attendance at any fire until it is totally extinguished.
2. All burning shall be conducted in a safe manner, when wind and weather conditions are such that they do not create any fire hazards to adjacent properties and the burning can be safely controlled.
3. No burning shall be conducted within 20 feet from any structure, hay stack, or fuel storage location; or upon any surface within a right-of-way, public or private.
4. Adequate firebreaks shall be provided, and arrangements shall be made to notify the fire department in case of any emergency, [ie: having a phone available to DIAL 911].

(Continued)

5. The burning shall not be in violation of any federal air control rules, or any state air pollution control rules that are required by applicable federal laws or regulations.
6. SPECIAL CONDITIONS _____

HOW TO REGISTER YOUR OPEN BURN NOTIFICATION WITH THE COTTAGE GROVE FIRE DEPARTMENT

- 1) As a Town of Cottage Grove Resident you must first have been issued a YEARLY permit from the Town Chair or their designee. The Fire Department will verify that a permit has been issued.
- 2) You must register by phone or online 2 days prior to burning outside of a campfire ring. This will allow a 3 day window to burn. Here is how to do this:
 - A) By Phone:
 - i. Dial the Cottage Grove Town Hall's phone number at 839-5021 ext. 12 and follow the instructions given.
 - ii. State your name, phone number and address where the open burn is taking place
 - iii. State who the responsible party will be. (This person must be on site during the burn.)
 - iv. State the type of material and size to be burned. (Ex. Brush pile, leaves approximately 4 ft. H x 6 ft. L x 6 ft. W)
 - v. State the day(s) the scheduled burn will take place.

The department's answering machine will record this information also recording the date and the time for verification use only.

- B) Online: Complete the form at: www.cottagegrovefire.org/openburn.html

HOW TO SAFELY BUILD AND EXTINGUISH A CAMPFIRE

Site Location/Preparation: Find a level spot away from overhanging branches, brush or dry grass. Keep away from the base of a hill. Escaped fires travel uphill fast. With a shovel, clear a circle 10 feet wide down to bare dirt. Hollow out a fire pit 6 inches deep and 2 feet across at the center of the cleared circle. Pile the dirt around the fire pit. Keep your fire small. Consider placing stones, a tire rim or a commercially available fire ring around your fire pit to help contain the fire.

Be Prepared: Have a shovel and a pail of water near the campfire site.

Attend to Your Fire: Never leave your campfire unattended, even for a few minutes.

Drown the Fire: Drown your campfire ½ hour before you "break camp". Use a shovel to separate the burning pieces of wood in the fire pit.

Stir and Mix: Stir and mix water with the ashes until the fire is out. Don't try to bury the fire under dirt, it can smolder for hours and then escape.

Drown Briquettes: Charcoal briquettes should be extinguished by dumping into a metal pail of water, mixing thoroughly, and then place into the fire pit.

Feel the Ashes: Feel the ashes to be sure the fire is out. Check the area within 50 feet of the fire for sparks or embers that may have escaped.